

CITY OF MILPITAS

LIBRARY ADVISORY COMMISSION

BYLAWS

This Library Advisory Commission was established by the Milpitas City Council on January 17, 1961.

Section 1. Purpose

The purpose of the Library Advisory Commission is to serve as an advisory body to the City Council on matters concerning the Milpitas Library.

Section 2. Membership

The Library Advisory Commission is composed of seven (7) members and two (2) alternates appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents. In addition, the City Council may appoint a Council liaison to serve on the Library Advisory Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Library Advisory Commission members and alternates is two years, or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of the Library Advisory Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Members may apply for reappointment by submitting a letter of interest or email to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member of the Commission who wishes to resign should submit a letter of resignation or email to the Mayor with a copy to the Commission Chair.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

Section 5. Officers

A Chair and Vice Chair will be selected at the first meeting of the calendar year from the appointed members for a term of two years. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with the longest continuous service on the Commission will preside.

Section 6. Meetings

The Library Advisory Commission shall hold regular meetings on the 3rd Monday at 7:00 p.m. on alternate months beginning in January. All meetings shall be open to the public. Should a scheduled meeting occur on a holiday, said meeting will be deferred to the same day of the following week or to a date agreed upon by a majority of the Commission. Special meetings of the Library Advisory Commission may be called by a majority of the members, Chair, or City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, the Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any four (4) members of the Commission shall constitute a quorum for the transaction of business.

Section 8. Voting

Voting authority is extended to seven (7) regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Duties of Committee to be Advisory Only

It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the administrative staff of the City in their supervision or authority over property or personnel under their jurisdiction.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Library Advisory Commission with such information and staff assistance as the Library Advisory Commission may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Library Advisory Commission and submit such reports as said Library Advisory Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These Bylaws and operating procedures may be amended by simple majority of those voting at any legal Library Advisory Commission meeting, subject to approval by the City Council.

PASSED AND ADOPTED by the Library Advisory Commission, the 28th day of January, 2002.

PASSED AND ADOPTED by the Milpitas City Council on the 19th day of August, 2003.